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OFFICE OF STRATEGIC SERVICES

WASHINGTON, D.C.

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ISSUED: 3 July, 1943
EFFECTIVE: 28 June, 1943

TO: LIST S

SUBJECT: Security Investigation of Civil Service Personnel

1. By direction of General Donovan the Security Office will undertake the investigation of all Civil Service personnel proposed for membership in the Office of Strategic Services beginning Monday morning, 28 June, 1943.
2. The form of questionnaire to be used in connection with these investigations is known as Form SA-2 and is entitled "PERSONAL HISTORY STATEMENT". One copy of this Form must be filled out by each candidate. A supply of these Forms is available in the Civilian Personnel Branch or, in cases of emergency, in the Security Office.
3. In order to facilitate the keeping of proper records covering Civil Service personnel who are under consideration for employment by the Office of Strategic Services, all requests for investigation for Civil Service employees must be cleared through the Chief, Civilian Personnel Branch. The Security Office will not accept such requests direct from Branch or Office Chiefs or other originating officials. In normal cases the applicant will complete Form SA-2 in the Civilian Personnel Branch along with other necessary forms, but in cases where the application is handled direct by a Branch or Office Chief Form SA-2 must be routed through the Civilian Personnel Branch before the investigation will be undertaken by the Security Office.
4. No applicant shall enter on duty with the Office of Strategic Services until approved by the Security Office. This paragraph shall not be construed to prevent the employment of candidates in the Stenographic Pool or, under special arrangements with the Security Office, in positions not involving contact with classified material, pending the completion of investigation.
5. The above regulations apply to all applications made on and after 28 June, 1943. The applications in process prior to that date will be treated as heretofore.

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Acting Director

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